



Secretariat

ST/AI/360
1 February 1990

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: MOVEMENT OF STAFF FROM THE FIELD SERVICE CATEGORY
TO THE PROFESSIONAL CATEGORY*

1. The purpose of this Administrative Instruction is to clarify the policies and procedures governing the promotion of staff members from the Field Service category, at levels 1 to 5 inclusive, to the Professional category through the competitive examination, as well as those governing the conversion of staff members from the Field Service category, at levels 6 and 7, to the Professional category.

PROMOTION TO THE PROFESSIONAL CATEGORY THROUGH THE COMPETITIVE EXAMINATION

2. This section of the present Administrative Instruction should be read in conjunction with the Secretary-General's Bulletin ST/SGB/173 of 29 August 1979 and subsequent periodic administrative instructions and directives governing the competitive examination procedure.

Eligibility requirements

3. The competitive examination is open to all staff members in the Field Service category, at levels up to and including FS-5, provided that they satisfy the following criteria:

(a) They have served a minimum of five years' continuous service in the United Nations Secretariat: short breaks in service may be allowed at the discretion of the Central Examination Board (CEB);

* Personnel Manual index No. 4380.

- (b) They have a satisfactory record of performance; and
- (c) They possess acceptable post-secondary educational qualifications.

Level of posts upon promotion

4. Successful candidates in the Field Service category who are at the FS-5 level shall be recommended for promotion to P-2. Those below this level shall be recommended for promotion to P-1, except for those Field Service staff members who will have served the Organization continuously for 10 years or more at the end of the year in which they sit for the competitive examination: such staff members shall be recommended for promotion to P-2.

Computation of salary level upon promotion

5. Upon promotion from the Field Service to the Professional category, the appropriate salary step at the P-1 or P-2 level shall be determined at the duty station at which the staff member is currently serving, on the basis of staff rule 103.9 (i) governing salary policy in promotions. Accordingly, during the first year following promotion from the Field Service to the Professional category, a staff member in continuous service shall receive in salary the amount of one full step in the level to which the staff member has been promoted more than he/she would have received without promotion (except where promotion to the lowest step of the level yields a greater amount). The step, rate and date of salary increment in the higher salary level shall be adjusted to achieve this end.

6. For these purposes, the computation of salary shall be based on the net base salary of the Field Service and Professional salary scales at the single rate, including the Field Service language allowance where appropriate, but excluding all other elements of remuneration in both categories. Annex I sets out the procedure for computation of the appropriate level and step in the Professional category upon promotion, with examples of its application. All allowances, after promotion, shall be those applicable to the Professional category at the duty station to which the staff member is assigned upon promotion.

7. Seniority in the Professional category shall accrue as from the date of promotion to that category.

8. Under staff rules 103.22 and 107.27, staff members in the Professional category and above shall be granted removal costs in cases of transfer, or of an assignment of five years or more. In the case of an assignment of two years or more but less than five years to a Headquarters duty station, they shall normally be granted removal costs. However, on promotion to the Professional category, Field Service staff may not be in a position, due to their prior conditions of service, to benefit from a removal entitlement. Accordingly, in such cases they may be granted as an exception, an assignment allowance in lieu of removal. In accordance with staff rule 103.22 (b), the assignment allowance shall not be paid to a staff member for more than five years in respect of service at the same duty station, except for service at a duty station outside Europe and North America, where the period of payment may be extended beyond five years for a period of

service not exceeding two years if the staff member remains at the same duty station on the initiative of the Organization. After the staff member has been paid the allowance for five years or more at a duty station he/she shall not be entitled to any payment of removal costs to the same duty station under staff rule 107.27 (a).

9. In those cases where a staff member's net base salary upon promotion exceeds the ceiling step at the P-1 or P-2 level, a personal transitional allowance (PTA) shall be paid in an amount sufficient to meet the requirements of staff rule 103.9 (i). This PTA shall be payable until such time as it is overtaken by promotion to the next higher level in the Professional category, and will be taken into account in establishing the appropriate step at that level. It should be noted that the amount of the PTA shall be adjusted when there is any change in the salary scale applicable to staff in the Professional and higher categories.

10. In those cases where the pensionable remuneration upon promotion from the Field Service to the Professional category is less than that prior to promotion, the previous level of pensionable remuneration shall be maintained until it is overtaken by the prevailing rates applicable to staff in the Professional and higher categories.

CONVERSION TO THE PROFESSIONAL CATEGORY

11. A staff member in the Field Service category must have at least three years of satisfactory service at the FS-6 or FS-7 level in order to be considered for conversion to the P-3 or P-4 level, respectively. Staff members who will meet these requirements will normally be considered for conversion to the Professional category only against posts to which persons are specially recruited for mission service. Staff at the FS-6 or FS-7 level are normally not eligible to be considered for Professional posts through the vacancy management and staff redeployment programme, which is open only to staff already in the Professional category who have been appointed on the recommendation of the Appointment and Promotion Board. However, when there is no appropriately qualified Professional staff member available for a specific vacancy, qualified staff in the Field Service category at the FS-6 and FS-7 levels may be considered under the vacancy management and staff redeployment programme. They will then be converted to the Professional category as indicated below.

Computation of salary level upon conversion

12. Staff members at the FS-6 and FS-7 levels in the Field Service category who are converted to the Professional category shall have their salary on conversion calculated as follows. Upon conversion from the Field Service to the Professional category, the appropriate salary step at the P-3 or P-4 level shall be that which results in a base salary at the single rate which is nearest to but higher than the staff member's net base salary, at the single rate, at the level and step in the Field Service category. All other elements of remuneration in both categories shall be excluded for the determination of the appropriate step at the Professional level. Annex II sets out the procedure for the computation of the appropriate

level and step in the Professional category upon conversion, with examples of its application.

13. Upon conversion, the date of the next annual salary increment in the Professional category under staff rule 103.8 (c) shall be established so as to ensure that the net base salary in the 12-month period following conversion is not less than the net base Field Service salary due over the same period without conversion (see annex II, para. 5).

14. All allowances after conversion shall be those applicable to the Professional category at the duty station to which the staff member is assigned upon conversion. For staff converted from the FS-6 level, seniority at the P-3 level for promotion to P-4 shall accrue as from the date of assumption at the FS-6 level of functions classified in the Professional category (but not earlier than three years prior to conversion), or from the date of conversion, whichever is earlier. For staff converted from the FS-7 level, seniority at the P-4 level for promotion to P-5 shall accrue as from the date of assumption at the FS-7 level of functions classified in the Professional category, or from the date of conversion, whichever is earlier.

15. The provisions of paragraph 8 above shall apply to staff members at the FS-6 and FS-7 levels who are converted to the Professional category.

16. In those cases where the pensionable remuneration upon conversion from the Field Service to the Professional category is less than that prior to conversion, the previous level of pensionable remuneration shall be maintained until it is overtaken by the prevailing rates applicable to staff in the Professional and higher categories.

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ANNEX I

COMPUTATION SHEET FOR LEVEL AND STEP UPON PROMOTION FROM THE
FIELD SERVICE CATEGORY TO THE PROFESSIONAL CATEGORY

(all figures in annual net terms, at the single rate,
in United States dollars)

1. Name: _____
2. Effective date of promotion: _____
3. Field Service level & step prior to promotion _____

Net base salary per annum 1/ \$ _____
Net base salary per month 1/ \$ _____
4. Date of next increment if not promoted: _____
5. Net base salary at Field Service level which S/M would have received if he/she had not been promoted to the Professional category over 12-month period following date shown under item 2 (period from _____ to _____):
 - (a) If S/M is at ceiling of grade in FS category, net base salary S/M would have received over next 12 months at rate shown under item 3
\$ _____ net per annum;
 - (b) If S/M has not reached ceiling of grade in FS category, net base salary S/M would have received over next 12 months,
 - (i) If date of next increment at FS level would have coincided with effective date of promotion to the Professional category:

\$ _____ X 12 months = \$ _____
(monthly net base salary at step above item 3)

1/ Including language allowance.

- (ii) If date of next increment at FS level would have been after effective date of promotion:

\$ _____ X _____ months = \$ _____
 (monthly net base (from item 2
 salary, shown in to 4)
 item 3)

\$ _____ X _____ = \$ _____
 (monthly net base (from item 4 to
 salary at one end of 12-month
 step above period
 item 3)

Total \$ _____

6. Provision for one full step more at the corresponding level of the Professional category than S/M would have received at the FS-level without promotion:
- (a) If amount shown under item 5 is less than the ceiling step of the corresponding Professional level to which S/M is promoted, use the increment between the two steps at the Professional level where item 5 falls;
- (b) If amount shown under item 5 equals or is more than the ceiling step of the corresponding Professional level to which S/M is promoted, increment at the Professional level is difference between the two highest steps at that level.
7. Total (items 5 and 6) \$ _____.
8. To determine the corresponding step at the Professional level, use next step higher at that level to amount shown under item 7, step _____
 \$ _____ net per annum
 \$ _____ net per month
9. If amount in item 8 is less than in item 7 because this latter amount exceeds the ceiling step of net base salary of the corresponding Professional level, personal transitional allowance (PTA) is applicable to equal item 7.

Determination of date of next increment

10. (a) If amount shown in item 8 equals or is more than in item 7, date of next increment will fall in 12 months (or in 10 months if S/M is entitled to accelerated increment).

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(b) If amount shown in item 8 is less than in item 7, date of next increment will be advanced sufficiently so that S/M's salary at Professional level during 12-month period following promotion at least equals amount under item 7 above. Determine number of months after promotion after which increment shall fall due as follows:

- (i) amount of next increment after promotion (add one step to step shown under item 8): _____.
- (ii) amount required to comply with requirement of staff rule 103.8 (c) (item 7 minus item 8): _____.
- (iii) difference between (i) and (ii): _____.
- (iv) $\frac{\text{item (iii)} \times 12}{\text{item (i)}} = \text{_____ months}$ (disregard fractions, always round down)

If S/M is entitled to accelerated increment, the maximum number of months is 10.

11. Date of first increment after promotion _____ to step _____.

ANNEX II

COMPUTATION SHEET FOR LEVEL AND STEP UPON CONVERSION FROM THE
FIELD SERVICE CATEGORY TO THE PROFESSIONAL CATEGORY

(all figures in annual net terms, at the single rate,
in United States dollars)

1. Name: _____
2. Effective date of conversion: _____
3. Field Service level & step prior to conversion _____

Net base salary per annum \$ _____
Net base salary per month \$ _____

4. Date of next increment if not converted: _____

5. Net base salary at Field Service level which S/M would have received over 12-month period commencing with effective date shown under item 2, without CONVERSION (period from _____ to _____):

(a) If S/M is at ceiling of grade in FS category, net base salary S/M would have received over next 12 months at rate shown under item 3
\$ _____ net per annum;

(b) If S/M has not reached ceiling of grade in FS category, net base salary S/M would have received over next 12 months,

(i) If date of next increment at FS level would have coincided with effective date of conversion to the Professional category

\$ _____ X 12 months = \$ _____
(monthly net base
salary at step
above item 3)

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- (ii) If date of next increment at FS level would have been after effective date of conversion:

\$ _____ X months = \$ _____
 (monthly net base (from item 2
 salary shown in to 4)
 item 3)

\$ _____ X _____ = \$ _____
 (monthly net base (from item 4 to
 salary at one step end of 12-month
 above item 3) period)

Total \$ _____

6. Level in Professional category at step equal or nearest higher amount shown under item 5, step _____ \$ _____ net.

Determination of date of next increment

7. (a) If amount shown in item 6 is equal to or higher than that in item 5, date of next increment will fall in 12 months (or in 10 months if S/M is entitled to accelerated increment).
- (b) If amount shown in item 6 is less than in item 5, date of next increment will be advanced sufficiently so that S/M's salary at Professional level during 12-month period following conversion at least equals amount under item 5 above. Determine number of months after conversion after which increment shall fall due as follows:
- (i) amount of next increment after promotion (add one step to step shown under item 6): _____.
- (ii) amount required to comply with requirement of staff rule 103.8 (c) (item 5 minus item 6): _____.
- (iii) difference between (i) and (ii): _____.
- (iv) $\frac{\text{item (iii)} \times 12}{\text{item (i)}} = \text{_____ months (disregard fractions, always round down)}$

If S/M is entitled to accelerated increment, the maximum number of months is 10.

8. Date of first increment after conversion _____ to step _____.



Secretariat

ST/AI/361
29 March 1990

ADMINISTRATIVE INSTRUCTION

To: Members of the Staff

From: The Under-Secretary-General for Administration and Management

Subject: STANDARD FOR WORD-PROCESSING
SOFTWARE FOR MICROCOMPUTERS

1. In accordance with the policies and procedures set out in the administrative instruction ST/AI/347 of 9 March 1988 on office automation standardization, WordPerfect has been selected as the United Nations word-processing standard for microcomputers for the next three years. (For the minicomputer environment, the Wang OIS/VS word-processing product remains the standard at the present time.) The selection of WordPerfect is based on the conclusion that this software package offers those features which will best promote word-processing productivity, facilitate document interchange and provide multilingual support within the New York office. This decision is the result of an in-depth comparative study by a technical panel of representatives of departments and offices in an effort best to meet the needs of the Organization in this area. The panel reviewed a number of products, comparing features, support characteristics, performance and ease of use.

Transition at Headquarters

2. Transition to the new standard is planned on an office-by-office basis, using transition specialists from the Office Automation Service, Electronic Services Division, to prepare each office for the transition, as well as to facilitate the installation, training and conversion efforts. The package does not require additional hardware beyond a standard microcomputer work station. A target schedule of one year is envisaged to complete the transition at Headquarters, including training of users.

3. To achieve a carefully planned transition without any loss in productivity, a transition specialist from the Office Automation Service will meet with a designated representative from each office prior to conversion to WordPerfect. The transition specialist will identify the word-processing needs and activities unique to each office. Demonstrations will be given, showing users how specific tasks can be accomplished using WordPerfect and demonstrating some of the new functions that will be of value to each office. The transition specialist will establish an

installation schedule and resolve specific problems that the office may have in making the transition. The Training Service will schedule the training in consultation with the transition specialist. The transition specialist will also install the WordPerfect package and incorporate it as a choice on the menu structure being used by each office. Assistance will also be given in identifying documents and glossaries for conversion and converting them.

4. In the event that an office or individual has word-processing needs that cannot be met using WordPerfect, a product that is more suited to the task can be obtained. The caveat to such users is that, while the Office Automation Service will acquire such products, training and trouble-shooting support will not be available. Any office using non-standard products will bear the responsibility and cost of converting its documents to a standard format when such documents need to be used outside that office.

5. The Department of Conference Services will make arrangements for accepting electronic documents in WordPerfect format.

6. Because microcomputer technology and its related software products change rapidly, in both functionality and performance, the current word-processing standard will be reviewed in three years.
